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November 20, 2009

Dear PROPERTY OWNER OR AGENT:

The State of South Carolina is seeking office space in Berkeley County. Attached is a summary of requirements (proposal requirements and lease criteria). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to Michelle J. Phillips.

All proposals must be received in the Real Property Services office on or before 5:00 PM, December 11, 2009.

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

Lisa H. Catalanotto  
Program Manager/Attorney  
Real Property Services

mjp/LHC  
Enclosure

## REQUEST FOR OFFICE LEASE PROPOSAL

**LEASE SOLICITATION #:** 11200901  
**STATE AGENCY:** South Carolina Employment Security Commission  
**ISSUE DATE:** November 20, 2009  
**RETURN PROPOSALS TO:** DIVISION OF GENERAL SERVICES  
REAL PROPERTY SERVICES  
1201 MAIN STREET, SUITE 420  
COLUMBIA, SOUTH CAROLINA 29201  
PHONE: (803) 734-6062 FAX: (803) 737-0592  
E-MAIL: MPHILLIPS@GS.SC.GOV  
**PROPOSAL DUE:** December 11, 2009 AT 5:00 PM

ALL PROPOSALS MUST BE IN WRITING. ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, AND RATE PER RENTABLE SQUARE FOOT BASED ON BOMA STANDARDS.

### LEASE CRITERIA

**USABLE AREA:** 9,300 square feet. Include rentable and usable area in proposal. Please also include the common area factor (%).

**NUMBER OF EMPLOYEES:** Fifteen (15)

**COUNTY:** Berkeley

**PROPOSED USE:** Office Space

**TERM OF LEASE:** Five (5) years with optional automatic extended term of five (5) years at stated rates for both the initial term and extended term.

**EXPECTED OCCUPANCY DATE:** Occupancy will be by July 1, 2010, to be determined. Proposal should include the estimated date the proposed space will be ready for occupancy based on availability and expected completion of any renovations.

**PARKING REQUIREMENTS:** 15 employee spaces and 70 visitor spaces. Parking must be paved and lighted.

**REQUIREMENTS:**

- \*Standard state lease must be used.
- \*Property must be barrier free, hazard free and smoke free.
- \*Space must be provided move in ready. Landlord shall make all tenant improvements. Landlord must either absorb the cost of all tenant improvements or propose a rate per square foot that includes the cost of all tenant improvements. Please specify. Proposals that only cover a portion of tenant improvements may be considered non-responsive.
- \*A copy of the existing floor plan and the proposed floor plan must be

submitted with the proposal. A model floor plan is attached as an example of an acceptable floor plan of the proposed leased space. Variations of this floor plan will be considered.

\*Leased space must include:

- 2 private offices for professional staff
- 2 private offices for Unemployment Insurance hearings and interviews
- Space to accommodate 13 employees in an open floor layout for placement of cubicles. Tenant to provide cubicles.
- Reception area of approximately 2560 square feet to accommodate receptionist and allow for placement of public work stations.
- 2 Classroom training rooms of approximately 1012 square feet each – these rooms will be wired for computers.
- Separate and secure main file room, electrical room and supply room.
- Approximately 290 square feet of open space is to be allocated for the thirteen (13 printer/file cabinet stations and document centers to accommodate copiers and fax machines)
- Break room with cabinets, sink, refrigerator and microwave oven capability
- Separate and secure computer server/telephone room with 24/7 HVAC of approximately 81 square feet. HVAC must be a separate unit.
- Mini blinds on all exterior windows
- HVAC system must be able to accommodate the tenant for occasional after business hours and weekend hours

\*Building must accommodate a digital phone system

\*Restrooms and break room must have hot and cold running water.

\*Proposal for a GROSS lease to include all operating expenses is preferred (utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.)

\*Proposal must disclose the rate per square foot allocated for operating expenses. (Used to compare proposals)

\*If GROSS lease is not possible, submit an estimate of utility costs for property.

**PREFERENCES:**

\*Location near center of Berkeley County is preferred.

**ADDITIONAL INFORMATION:**

\*Please specify whether operating expenses are included or whether such expenses are subject to increases. If the proposal is submitted with tenant to be responsible for increases in operating expenses after the first year, tenant's responsibility for any increases will be limited to a 3% cap.

\*Please indicate the total rentable area of the building in the proposal.

**Note: No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. Any party participating in this solicitation process is prohibited from making direct contact with the agency seeking space until a**

**final lease has been approved. All correspondence should be directed to the Division of General Services.**

**Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.**

